



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 1620.1D
N01J

MAY 18 2000

FASOTRAGRUPAC INSTRUCTION 1620.1D

Subj: EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) Manual for Courts-Martial, 1998, R.C.M. 306(c (2
(b) JAG Manual 0103
(c) OPNAVINST 3120.32B

Encl: (1) EMI Performance Record
(2) EMI Assignment Order

1. Purpose. To establish the authority and procedures pursuant to references (a) through (c) for the assignment, supervision, and completion of Extra Military Instruction (EMI).

2. Cancellation. FASOTRAGRUPACINST 1620.1C

3. Objective. To provide a non-punitive method of instruction in a phase of military performance in which an individual has been found to be deficient. To properly delegate designated command personnel the authority to award EMI, and provide those individuals with specific guidelines, ensuring the EMI awarded is rationally and logically related to the deficiency to be corrected.

4. Prohibitions. EMI may not be used as punishment, and will not serve as a substitute for judicial (court-martial) action or non-judicial punishment (NJP).

5. Background. EMI is a non-punitive measure which has been recognized as an effective means for correcting minor deficiencies in a service member's personal performance. There are many instances where individuals, due to immaturity, ineptness, lack of knowledge, or inadequate training, require EMI to get them back on course and avoid disciplinary action. Often, wise and judicious use of EMI will prove to be very effective in dealing with minor performance deficiencies, and may be all that is required to turn the individual involved into a first rate performer. In order to serve as an effective

leadership technique, EMI must fulfill a valid training purpose and the tasks assigned should be genuinely aimed at correcting poor performance through legitimate instruction.

6. Information. The contents of this instruction shall not be construed to preclude extending working hours to meet work requirements or to remedy qualification deficiencies (e.g., departmental working parties, watch qualifications, completion of a time sensitive assignment, etc.).

7. Authority to Impose. The Executive Officer has the authority to assign up to 24 hours of EMI. Department Heads and Division Officers may assign up to 12 hours of EMI. Chief Petty Officers may assign up to 8 hours EMI. Additional EMI may be awarded at the end of the period initially awarded if the service member still fails to meet minimum standards and if the deficiency in performance still exists. EMI shall be awarded in judicious quantities and should be strictly limited to the period of time required to correct the deficiency.

8. Policy. An individual may be ordered by those with proper authority to perform additional military duties or to undergo additional training/instruction when such duty or instruction is assigned as a corrective measure to cure deficiencies in performance. There must be a logical, reasonable and clearly discernible relationship between the duty assigned as EMI and the particular deficiency it seeks to correct. It is not intended as an unofficial method of awarding extra duty (which is a punishment awarded at Captain's Mast). Instead, EMI should consist of discussion, study and close supervision of work in military or technical areas. EMI that is reasonably designed to correct an identified deficiency often requires creativity and challenges the supervisor to create a meaningful assignment. The following guidelines shall be employed when EMI is assigned:

a. All EMI must be properly supervised. The supervisor assigned must be a petty officer (E-4 or above), and should be senior to the service member performing the EMI. The supervisor will complete enclosure (1) as the assigned EMI is performed, and will report its completion to the individual's Department Head/Division Officer.

b. EMI will not be conducted for more than 2 hours per day (24 hour period). EMI will be assigned only for a period sufficient to correct the deficiency, and in no case will it be assigned for a period longer than two weeks.

c. EMI may be conducted at a reasonable time outside of normal working hours, and should be scheduled to commence immediately after normal liberty commences.

d. EMI shall not be performed on Sundays or holidays, or on the service member's Sabbath.

e. EMI shall not be used for the purpose of depriving the service member of normal liberty to which he or she is otherwise entitled. A service member who is entitled to liberty may commence such upon completion of the assigned EMI.

9. Implementation. EMI must be assigned in writing with a copy of the order to perform EMI given to the service member. The original order to perform EMI and additional copies will be distributed as follows: When EMI is assigned, complete enclosure (2). The Legal Officer shall be responsible for notifying the individual's Department Head and/or Division Officer of the type and amount of EMI awarded by forwarding enclosure (2).

10. Review. The Legal Officer shall review all EMI disposition reports to ensure that EMI is not being awarded as punishment, and that EMI assigned is rationally related to the correction of a deficiency in performance or behavior.

11. Detachments shall be responsible for formulating their own policies in regard to the utilization of EMI in accordance with the foregoing guidelines.


F. M. GALLIE

Distribution:
FASOTRAGRUPACINST 5216.3A
Lists A and B

EMI PERFORMANCE RECORD

From: (Rate and full name of EMI supervisor)

To: (Rate and full name of EMI awardee)

Via: (Department Head/Division Officer)

Subj: PERFORMANCE OF EXTRA MILITARY INSTRUCTION (EMI) RECORD

1. The following number of hours EMI awarded: (Circle one)
(24), (12), and (8).

Date	Nature of EMI Performed	Time (From/To)	Supv Int
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FIRST ENDORSEMENT

From: (Department Head/Division Officer)

To: (Executive Officer)

Subj: COMPLETION OF EXTRA MILITARY INSTRUCTION (EMI)

1. The EMI assigned to the above named individual has been
completed as of (Date).

(Signature)

Copy to:
Legal Officer

EMI ASSIGNMENT ORDER

(Date)

From: (Rate and full name of person imposing EMI)
To: (Rate and full name of person being assigned EMI)
Subj: ASSIGNMENT OF EXTRA MILITARY INSTRUCTION (EMI)
Ref: (a) JAGMAN, Section 0103
(b) FASOTRAGRUPACINST 1620.1 (Series)

1. Your performance indicates the following deficiencies:

2. These performance deficiencies stem from:

3. Per the reference, the following extra military instruction is assigned to assist you in overcoming these deficiencies:

4. The EMI shall be performed between 1600 and 1800 from Monday 1 June 20CY through Friday 5 June 20CY. On Monday, 8 June 20CY, you will present a 30-minute class on this subject to your division.

(Signature)

1. I hereby acknowledge notification of the above EMI. I have read and understand reference (a) and am aware that failure to perform said EMI in the manner set out therein is a violation under Article 92, UCMJ, which is punishable by either nonjudicial punishment or at court-martial.

(Signature/Date)

Copy to:
Member's training record (original)
Command Master Chief
Legal Officer
Department Head/Division Officer